



Republic of the Philippines  
Senate  
**J O B O R D E R**

Requesting Dept./Group: **HUMAN RESOURCES MGT SERVICE**

Job Order No.: **JO-23-11-048**

P.R. No. **PR-23-09-836**

Date: **21-November-2023**

TO **KIMBEL INTERNATIONAL**  
59 SAMONTE ST. BRGY. HOLY SPIRIT QUEZON CITY  
8931-2173/8931-3219/8931-3228, 09178613042

Certified Funds Available:  
  
**JUDITH C. JEBUIAN**  
Director III, Legislative Accounting Service

Attention To: **MARITES SORBITO**

TIN **104-012-491-000**

Immediately upon receipt of this order, please effect the immediate undertaking of the hereunder described work, to wit;

Quantity	Unit	Job Order	Unit Price	Total
60	PIECE	Certificate Holder ·8x11" (A4) ·Navy Blue  Nothing Follows	195.00	11,700.00

**RECEIVED**

NOV 28 2023  
By: RICA Time: 8:30 AM  
Property and Procurement Services

**RECEIVED**

NOV 22 2023  
By: [Signature] Time: 5:41  
Administrative Management Bureau

CAS 20-2023-11-0253 P 11,700.00  
NOV. 22. 2023

LEGISLATIVE ACCOUNTING SERVICE  
NOV 22 2023  
TIME 2:10 PM

(Total amount in words)

Eleven Thousand Seven Hundred Pesos Only

The above award is based from the result of the canvass/bidding conducted by this office in which your offer was considered the lowest and/or with terms most advantageous to the government among the proposals submitted.

It is understood that this project shall not be sub-constructed or sub-leased in parts or in whole without prior approval of this office.

Violation of the above conditions shall be subject to penalties as may be prescribed either in the form of fines or revocation of the Contract/Job Order or both, depending upon the gravity of the violation.

It is understood that the job must be completed **20 DAYS UPON APPROVAL OF SAMPLE**

RECOMMENDING APPROVAL:

APPROVED BY:

[Signature]  
**DIR. JOCELYN A. YUZON**  
BUREAU DIRECTOR, ADMINISTRATIVE  
MANAGEMENT BUREAU

[Signature]  
**EXEC. DIR. RENATO B. CHUA**  
EXECUTIVE DIRECTOR, ADMINISTRATIVE AND  
FINANCIAL SERVICES

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-E-23-09-166) OPENED ON 10/17/2023) AND PER BAC ADVISORY RE AWARD DTD (11/7/2023)

ntomas 9A  
11/21/2023 / 3:17:49PM

Republic of the Philippines

Senate

**J O B O R D E R**

*Jebulan*  
11/29/23

Requesting Dept./Group: **HUMAN RESOURCES MGT SERVICE**  
P.R. No. **PR-23-11-990**

Job Order No.: **JO-23-11-047**  
Date: **21 November-2023**

TO **KIMBEL INTERNATIONAL**  
59 SAMONTE ST. BRGY. HOLY SPIRIT QUEZON CITY  
8931-2173/8931-3219/8931-3228, 09178613042

Attention To: **MARITES SORBITO**  
TIN **104-012-491-000**

**Certified Funds Available:**  
*[Signature]*  
**JUDITH C. JEBULAN**  
Director III, Legislative Accounting Service  
*[Signature]* 11/22/23

Immediately upon receipt of this order, please effect the immediate undertaking of the hereunder described work, to wit;

Quantity	Unit	Job Order	Unit Price	Total
500	PIECE	Certificate Holder · A4 size · Cover is Ivory · Senate seal on the middle in Gold · The metal on each corner is Gold · The ribbon inside is Gold  ----- Nothing Follows ----- <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">                         SENATE OF THE PHILIPPINES  <b>RECEIVED</b>                          NOV 29 2023                          BY: <i>[Signature]</i> TIME <i>10:30</i>                          OFFICE OF THE DEPUTY SECRETARY                          ADMINISTRATIVE AND FINANCIAL SERVICES                     </div> <p><i>ENS 200-2023-11-9256 P147,500.00</i> <i>Nov. 22, 2023</i></p>	295.00	147,500.00

**RECEIVED**

NOV 29 2023  
By: *RICA* Time: *4:21 pm*  
Property and Procurement Services

**RECEIVED**  
NOV 28 2023  
By: *[Signature]* Time: *3:35*  
Administrative Management Bureau

**LEGISLATIVE ACCOUNTING SERVICE**  
NOV 22 2023  
TIME *2:10 PM*

**Grand Total : P147,500.00**

(Total amount in words) **One Hundred Forty-Seven Thousand Five Hundred Pesos Only**

The above award is based from the result of the canvass/bidding conducted by this office in which your offer was considered the lowest and/or with terms most advantageous to the government among the proposals submitted.

It is understood that this project shall not be sub-constructed or sub-leased in parts or in whole without prior approval of this office.

Violation of the above conditions shall be subject to penalties as may be prescribed either in the form of fines or revocation of the Contract/Job Order or both, depending upon the gravity of the violation.

It is understood that the job must be completed **20 DAYS AFTER RECEIPT OF JOB ORDER**

**RECOMMENDING APPROVAL:**  
*[Signature]*  
**ATTY. ARNEL JOSE S. BAÑAS**  
DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES  
*20 November 2023*

**APPROVED BY:**  
*[Signature]*  
**ATTY. RENATO N. BANTUG JR.**  
SENATE SECRETARY

**NOTE:** The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: **NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF CANVASS NO. (AC-23E-11-027) OPENED ON (11/20/2023) AND AWARD DTD (11/20/2023) AO-2018-002 (NP-SVP)**

ntomawis  
11/21/2023 / 10:30:09AM

A84-1